

CONFIDENTIAL

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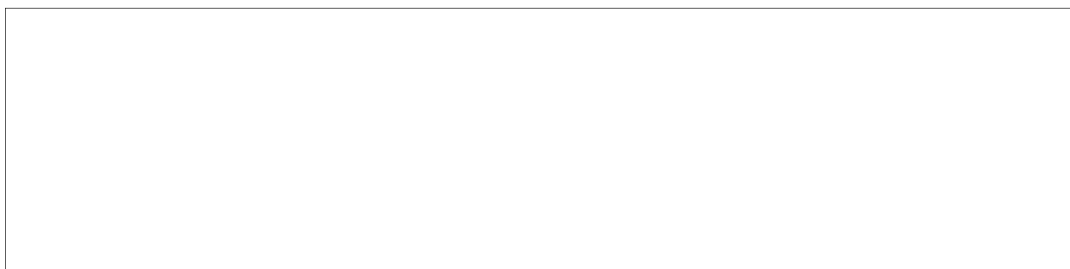
14 October 1959

Chief, Engineering Division, TSS

Chief, Physical Security Division, OS

Simulated Emergency Document Destruction

1. For planning purposes in preparing for subject demonstration, this Office has prepared a hypothetical field situation which is outlined below:



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The Station personnel complement consists of ten male and four female staff employees. Classified material on hand is composed of the following types of files:


(a) Project material bound in legal size folders stored in four Herring-Hall-Marvin four-drawer safes.

(b) Intelligence and personality indices on 5 x 7 cards stored in three five-drawer Remington-Rand safe-file cabinets.

(c) Cables and dispatches bound in legal sized folders stored in five Remington-Rand four-drawer safe-file cabinets.

(d) TOP SECRET dispatch and cables are stored in a safe drawer of a HHM four-drawer safe.

(e) Administrative material and Agency regulations and instructions are stored in four drawers of the four-drawer HHM safe mentioned in (d).

(f) Communications handbooks, manuals, and  are stored in two drawers of a four-drawer HHM safe.

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Station classified material has been marked in an order of priority structure. This priority is as follows:

- (a) TOP SECRET material
- (b) Communications, , handbooks, and manuals
- (c) Project files
- (d) Cables and dispatches
- (e) Agency regulations
- (f) 5 x 7 intelligence and personality indices

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2. Should assistance be needed in implementing the proposed demonstration, please contact this Office.



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